



YORK REGION DISTRICT SCHOOL BOARD

Board Procedure #NP534.0, Casual Replacement Coverage: School Support Staff

Application

The *Casual Replacement Coverage: School Support Staff* procedure outlines the process of employing casual school support staff throughout the school year when replacing an absent staff member.

Stakeholder Groups with Responsibilities Under this Policy

- Director of Education
- Human Resource Services
- Principals
- School Support Staff

Relationship to Board priorities

This procedure supports the Stewardship of Board Resources priority by demonstrating professionalism and accountability for high standards of practice in Board operations.

Implementation Timelines

Immediate

Document History and Previous Versions

Approved 2007

Replaces Standing Memo 45, Educational Assistant Coverage Procedure

Working Document May 2013

Revised April 2014

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Board Procedure #NP 534.0

Casual Replacement Coverage: School Support Staff

Document Integration Project Format

This procedure outlines the process an absent staff member must follow when reporting absences and for employing casual school support staff throughout the school year when replacing an absent staff member.

Application of Procedure

This procedure applies, but is not limited to, educational assistants (EAs), designated early childhood educators (DECEs), school administrative support and library technicians. This procedure is not to be used when an additional complement is required to respond to workload issues.

Definitions

Casual Assignment

A casual assignment is a position that lasts a maximum of 30 consecutive working days. This could include one specified assignment and/or filling in for a staff member's absence. A casual assignment may exceed 30 days due to unforeseen or unanticipated circumstances if it is mutually agreed by the Union and the Board.

Float Days

Float days are holidays issued on January 1 each year that are approved and observed at a time mutually agreed upon between the supervisor and the permanent staff member. A new permanent staff member must have completed the probationary period before using float days. Permanent staff members hired after June 1 are only entitled to one (1) float day in the calendar year in which they are hired.

Permanent Assignment

A permanent assignment is a position that a person is hired into as a permanent staff member.

Staff Absence Replacement System (STAR)

The Staff Absence Replacement System (STAR) is the Board's electronic system that tracks staff absences and dispatches replacement staff to work locations.

Temporary (Temp) Assignment

A temporary assignment is a position filled through the Board's recruitment process that is known or expected in advance to be available for more than 30 consecutive working days to replace a permanent staff member who is absent on an approved leave of absence, such as, but not limited to, pregnancy, parental, educational or medical leave.

Term Assignment

A term assignment is a non-complement position that is specifically funded for a defined period of time in excess of 30 consecutive working days to complete a particular assignment and is filled through the Board's recruitment process.

Responsibilities

The Director of Education shall:

- allocate staff and resources to support all the *Casual Replacement Coverage: School Support Staff* procedure.

Human Resource Services shall:

- monitor the STAR system and ensure absences are filled accordingly.

Principals shall:

- ensure that all school support staff are aware that all absences must be entered into STAR as far in advance as possible where they can indicate whether or not a replacement is required to ensure coverage is available;
- understand that a job entered into STAR does not guarantee that casual coverage will be provided and that a contingency plan should be in place if coverage is unavailable; be aware that schools may identify a specific casual staff member for a job as long as they are on the school's preferred list, as indicated on STAR;
- understand that there are a number of factors that impact on the ability to provide coverage such as, but not limited to;
 - multiple absences in one school,
 - the availability of casual staff, and
 - the needs of each school, such as, but not limited to, community classes and the number of administrative support staff at schools;
- be aware that STAR will not call out on professional activity and training days as they are not scheduled work days for casual staff,
- consider the number of staff absences on significant faith days prior to approving float days or other vacation days on these dates to ensure appropriate coverage,
- avoid having a number of staff off on the same day by ensuring that the float days are only taken by employees at a time that is mutually agreed upon between the principal and the employee in accordance with the CUPE 1734 Collective Agreement,
- be aware that casual coverage will not be provided for school support staff if they are participating in school events or activities, such as, but not limited to, field trips, tournaments, athletics and ensure that these positions are covered by the school internally,
- ensure that all casual staff are aware of and follow the requirements contained in [Board Procedure #679.0, Use of Private Motor Vehicles for Student Transportation](#) when using their own personal vehicle to drive students as part of their assignment,
- covering school support staff member absences less than 3.5 hours internally since casual school support staff are not provided for assignments less than 3.5 hours, and
- ensure that all jobs on STAR are verified daily.
- *for educational assistants (EAs) and designated early childhood educators (DECEs);*
 - for circumstances where clean catheterization is required in accordance with [Board Procedure #662.0, Provision of Health Support Services in School Settings](#), ensure that two permanent educational assistants are trained and have a contingency plan developed if no coverage is available;
 - ensure that a contingency plan is in place for days where there is no casual support available for EAs or DECEs,
 - ensure that Temp/Term EAs and/or DECEs who attend approved training sessions on professional activity and training days are paid by contacting the appropriate representative in Human Resource Services,
 - be aware that casual EAs may not necessarily be required to perform the assigned duties of the absent EA but may be assigned to other duties within an EA's job description,

- *for elementary school administrative support;*
 - request replacement staff in STAR for single school administrative support,
 - in situations where the 100 per cent school administrative support person is absent in a school that has less than two or more than one administrative support,
 - ask the existing school administrative support B person to cover the absence,
 - if the existing school administrative support B person is unable to cover the absence, request replacement staff in STAR to cover a minimum of 50 per cent of one day (eg. If a school has a FTE of 1.5 support staff members in the school each day and the 100 per cent support staff member is absent, coverage allowed is 50 per cent. If the 50 per cent support staff member is absent, no coverage is allowed that day), and
 - if planned subsequent absences warrant filling the position, the hours can be covered by a casual school administrative support person if the needs on the day(s) in question warrant a replacement,
 - in a school that has more than two administrative support persons and more than one person is absent and internal coverage is not possible, request a casual school administrative support through STAR;
- *for secondary school administrative support;*
 - when one person is absent, cover the absence internally for the first three days,
 - if more than one person is absent and internal coverage is not possible, request a casual school administrative support through STAR, and
 - if additional casual staff is required and approved by the superintendent of schools, enter the job or vacancy into STAR as far in advance as possible; and
- *for library technicians;*
 - ensure that all absences for library technicians are entered into STAR by the staff member requesting a replacement staff.

CUPE 1734 School Support Staff shall:

- report absences to the school in accordance with the CUPE 1734 Collective Agreement and the [identified call in procedures](#);
- enter all absences, regardless of whether or not a casual replacement is required, into STAR through the website at: <https://star.yrdsb.ca> or by phone at 905-727-7071 or 1-877-809-8053;
- report absences in STAR no later than 6:00 a.m. on the day of the absence;
- enter special instructions in STAR outlining the important details of your job such as, but not limited to, lunch schedule and modifications to end time of your assignment, to ensure the casual staff member is able to meet the requirements of the job;
- enter all known, future absences into STAR as far in advance as possible; and
- understand that a job entered into STAR does not guarantee that casual coverage will be provided.

Department

Human Resource Services

Procedure History

Approved 2007

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